

WEEK IN REVIEW

A publication of the City Manager's Office

Council Meeting

June 23 - [City Council Meeting Agendas](#)

Looking Ahead

Most boards will be meeting virtually including City Council.

Tuesday, June 16: Planning Commission meeting

Thursday, June 18: Board of Architectural Review meeting

Monday, June 22: Parks & Recreation Advisory Bd meeting

Tuesday, June 23: Economic Development Auth. meeting

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Boscawen Street between Indian Alley and City Hall will be closed every Friday at 5 pm through Sunday at 4 pm until further notice. This closure will allow additional outdoor opportunities for downtown restaurants and provide more space for physical distancing.

City Manager's Highlights

Winchester Parks & Recreation staff prepared the week to reopen several park facilities on Monday, June 15: athletic fields, outdoor basketball courts and playgrounds. Physical distancing required. See posted signage.

Winchester Police Chief John Piper is the special guest on this week's episode of the City's Rouss Review podcast. Chief Piper discusses the department's policies, officer training, procedures, and more. [Listen](#)

Public Safety

Winchester Police

- Released the new episode of the [DEFROST](#) podcast.
- Chief was featured as the special guest on the City's [Rouss Review](#) podcast.
- Processed 40 concealed carry permits.
- Secured and worked with 'I Can't Breathe' event organizers.
- Crime stats:
 - Crimes against persons (felony) - 1
 - Crimes against persons (misdemeanor) - 16
 - Burglaries (residential) - 1
 - Burglaries (commercial) - 1
 - Property crimes - 28

Winchester Fire and Rescue

- Ramped-up staffing and coordinated support through mutual aid to stand-by if needed during public protests.
- Recruit School studied fire ventilation, search and rescue and firefighter survival techniques.
- Conducted suppression and fire alarm tests at Hood.
- Completed annual inspections.
- Participated in conference call for the 'I Can't Breathe' event and march in Old Town.
- Worked on Fire Station Safety Checklists for joint project with Training, Health, and Safety Division.
- Processed permit application for fireworks retail stand.

Police Activity	#
Calls for Service	606
Directed Patrols	15
Directed Patrols (OTW)	8
Extra Patrols	82
Extra Patrols (OTW)	4
Alarms/False Alarms	25/25
Crash Reports	9
Traffic Citations	8
Traffic Warnings	14
DUI/DWI	2
FOIAs Answered	12
Special Events Permits Received/ Approved	0/0 45 YTD

Fire Activity	#
Fire	2
Overpressure	1
EMS/Rescue	65
Hazardous Cond.	0
Service Call	5
Mutual Aid Given	3
Good Intent	2
False Alarms	4
Special Incident	0
Plan Review	1
Reinspections	0
Inspections	4

Emergency Management

- Reorganized, reprogrammed, and redistributed radios used by first responders during last week's events.
- Participated in the VDEM Region 2 Hurricane Contingency Planning discussions.
- Participated in the VDEM Region 2 weekly status update.
- Returned the American Red Cross (ARC) Mass-Care trailer from the Winchester Medical Center to the ARC.
- Delivered Personal Protective Equipment and cleaning supplies to various departments.

Development Services

Zoning and Inspections

- Completed:
 - 33 building permit inspections and issued 10 building permits.
 - 73 code enforcement inspections and initiated 27 new cases
 - 5 new business reviews (3 Zoning User Permits general business, 2 Zoning User Permits home business)
 - 0 PDSP permits
- Removed 0 signs from the public right-of-way (YTD=89)
- Significant projects:
 - 118 N Washington Street - short term rental conditional use permit approved

Arts and Vitality & Old Town

- Reestablished weekly business retention walks.
- Worked with a non-profit organization on coordination of town center permit application and worked to coordinate a temporary closure of Boscawen Street (every Friday at 5 pm-Sunday at 4 pm until further notice).
- Worked on 360 degree video tours of downtown businesses.
- Worked on setting up a roundtable for small business communications in downtown.

Economic and Workforce Development

- Participated in the Northern Shenandoah Valley Economic Response team virtual town hall meeting to discuss regional impacts of COVID-19.
- Coordinated with various City departments on the temporary closing of Boscawen Street on weekends.
- Participated in virtual meeting of local "internet for all" task force.
- Continued working with development partners on the Kent/Piccadilly project.
- Worked with two prospective businesses interested in operating in Winchester.
- Assisted with the launch of the Northern Shenandoah COVID-19 Economic Response Team's Open and Safe NSV website.

Winchester/Frederick County Tourism

- Updated the [Travel Updates and Now Open web page](#), with reopening announcements after moving into Phase II. This phase included museums, which were added to the page.
- Participated in Virginia Tourism Corporation's weekly COVID virtual meeting - discussion focused around concerns from businesses and attractions that were not yet able to open in Phase II.
- Worked with tour guides that provide the Guided History Walking Tours of Old Town Winchester to communicate the Governor's recommendations for walking tours, and make decisions on when and how to safely resume the tours.
- Obtaining quotes for reprinting the Self-Guided History & Architecture brochures, so that visitors can safely explore Old Town on their own.
- Communicated with a representative from the Shenandoah Apple Blossom Festival to discuss new collaborations and approaches to marketing the festival to visitors for next year's event.
- Continued to support front desk travel counselors with the Visitors Center reopening. The number of visitors has been fairly low, but visitors from 10 different states have stopped by in the past week.

Planning

- Continued work on the proposed Character Map changes for the 10 Geographic Planning Areas identified in the Comprehensive Plan. This consisted of the South Central and Southwest Areas.
- Staffed the June 9 Council meeting. Two of the three Conditional Use Permits (CUP) below that were scheduled for public hearings were approved along with the Major Subdivision. The Hookah Establishment CUP was tabled awaiting more information pertaining to the issue of compliance with the Virginia Indoor Clean Air Act.
 - CUP for Short-term rental on N. Washington Street - approved
 - CUP for a ground-floor residential conversion on E. Piccadilly Street - approved
 - CUP for a Hookah Establishment - tabled until June 23
 - Major Subdivision for conversion of a 16-unit apartment building to townhouses - approved
- Participated in a virtual Executive Committee meeting of the Northern Shenandoah Valley Regional Commission to review the Regional Commission's proposed FY20-21 budget.
- Participated in a virtual meeting with the consultants working on the Millwood Ave/Mall Blvd study.
- Continued to conduct online plan review and approval of development projects, including an initial review of the Meadow Branch Ave Apartments, Phase 2 site plan following Council's recent approval of the rezoning.

Public Services

- Due to direct exposure to an individual that tested positive for COVID-19, Winchester Transit was forced to suspend operations to protect the health and safety of the riders and employees. All of the buses have been sanitized and service is scheduled to resume on Thursday, June 18.
- Additional HVAC units were put into operation at Handley Library as a part of the project that is replacing the entire HVAC system.
- Held a videoconference pre-bid meeting for contractors interested in the project to construct a second high strength waste receiving station at the Opequon Water Reclamation Facility.
- Discussed progress on the design of proposed improvements on Millwood Avenue near Mall Blvd and the exit 313 bridge replacement over I-81 with VDOT and the consultant.
- Met with Shentel to discuss their ongoing project of installing new fiber lines throughout the city.
- Provided assistance in closing Boscawen Street between Indian Alley and City Hall for the weekend to allow for additional outdoor seating for restaurants.

Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	0	8,292
Water service lines replaced (number)	0	372
Water meters replaced (number)	4	4,777
Sanitary sewer mains replaced/lined (linear feet)	0	6,615
Sanitary sewer laterals replaced (number)	0	111
Sanitary manholes replaced (number)	0	42
Sidewalks replaced (linear feet)	0	39,697
Sidewalks repaired (linear feet)	4,865	151,185

Division	Activity	Past Week	2020 Year-to-Date Totals	Measurement
Streets	Streets repaved	0	.80	Lane miles
	Potholes repaired	2	56	#
	Mowing	14.43	155.32	Acres
	Miles of streets swept	51.40	1,257.09	Miles
	Tons of leaves hauled	0	58.50	Tons

Division	Activity	Past Week	2020 Year-to-Date Totals	Measurement
Trees	Dead/diseased trees removed	2	110	#
	Trees trimmed	10	539	#
	Stumps removed	0	144	#
Traffic	Street signs Installed/replaced	2	274	#
	Pavement markings repainted (City)	1,199	1,760	Linear feet
	Pavement markings repainted (contractor)	0	5,273	Linear feet
Refuse & Recycling	Refuse collected	141.46	3,050.89	Tons
	Recycling collected	79.87	945.596	Tons
	Large item pickups	6	53	#
Transit	Total passengers	2,229	37,982	#
	Revenue miles pick up/drop off	3,719	62,673	Miles
	Revenue hours pick up/drop off	355.47	6,006.18	Hours
Utility billing	Payments processed	1,586	32,009	#
	New bills mailed out	0	31,011	#
	Water services turned off (non-payment)	0	125	#
Water treatment plant	Average daily water demand	5.35	5.47	Million gallons/
	Peak daily water demand	5.68	6.53	day
Wastewater treatment plant	Average daily flow treated	8.07	7.43	Million gallons/
	Peak daily flow treated	14.26	17.21	day
Water distribution and wastewater collection	Water main breaks repaired	0	8	#
	Water meters read	3,008	36,054	#
	Fire hydrants flushed	54	201	#
	Sewer mains cleaned	40	58,725	Linear feet
	After-hours call outs	3	67	#
Engineering	Site plans reviewed	3	63	#
	Floodplain permits issued	1	23	#
	Utility as-builts reviewed	0	5	#
	Right-of-way permits issued	36	278	#
	Land disturbance permits issued	0	8	#
	Stormwater facility inspections	0	62	#
	Erosion and sediment control inspections	29	611	#
	Erosion and sediment notices to comply	0	0	#
Facilities Maintenance	Work requests completed	17	437	#
	Special events assistance	1	5	#
	Maintenance of pedestrian mall	35	626	Staff hours
Equipment maintenance	Total repairs completed	165	1,083	#

Division	Activity	Past Week	2020 Year-to-Date Totals	Measurement
Winchester Parking Authority	Work requests completed	5	119	#
	Special events - assistance provided	1	3	#
	Vandalism or property damage issues	0	8	#
	New monthly rentals	0	67	#
	Monthly rental cancellations	0	111	#
	Total monthly leases in all autoparks	0	1,098	#
	Available monthly spaces in all autoparks	0	314	#
	Hourly parkers (all four garages)	1,427	34,829	#
	Park-Mobile transactions	372	10,582	#
	Meter violations	67	2,418	#

Parks & Recreation

- Filmed the next Triple Q sports trivia quiz video on swimming and launched the quiz.
- Met with various partner organizations to go over guidelines for Phase II and to begin scheduling athletic field reservations.
- Outdoor pool moved to Phase II on Monday, June 8 allowing up to three people per lane for lap swimming and increased capacity of 24 swimmers. Additional hours were also added for lap swimming. Aqua fitness classes will begin on Wednesday, June 17.
- Cancelled production of Fall 2020 guide due to the continually changing reopening guidelines and the inability to produce a publication that will contain accurate information of programming. The department is exploring various avenues for information dissemination during this interim period.

Social Services

- Received 66 Benefit Program applications: 30 SNAP, 31 Medicaid, 6 TANF, 1 VIEW, 3 Child Care, 0 Auxiliary Grant, 1 General Relief-Burial, 0 Home Energy Assistance Program
- Provided case management to: 1,645 Medicaid, 4,127 SNAP, 74 TANF, 16 Auxiliary Grant, 45 individuals receive VIEW services, 51 families/94 children receive Child Care Subsidy Assistance
- Met with VDSS Program Consultants for a debriefing of their sub-recipient monitoring review of Benefits programs.
- Met with the City's Emergency Management and the American Red Cross to discuss potential mass care needs arising during hurricane season and COVID implications.
- Services team has transitioned a team member into serving as a full-time Family Partnership Meeting (FPM) Facilitator. FPMs are meetings that engage family members and their supports in critical decision-making around safety and permanency. They are a team-oriented and strengths-focused way to engage families and improve outcomes.
- Several members of the Services team were featured in [VDSS' video](#) for Foster Care Month.
- CPS staff participated in a multidisciplinary team meeting with Winchester Police Department, Winchester Commonwealth's Attorney's Office, Forensic Nurses, and the ChildSafe Center regarding joint child abuse cases.
- Participated in VDSS' weekly COVID webinar for Benefits team.

Weekly Activity (3/9-3/22 aggregated data)	#
Clients walk-ins/drop-offs	0/22
Child Protective Service (CPS) referrals/case management load	5/48
CPS family assessments & investigations of alleged maltreatment	42
Placed "on notice" for foster care entry by JDRC	6
Children in/entered/exited foster care	54/0/0
Adoption subsidy cases/adoptions finalized	49/0
Benefit program fraud & overpayment referrals/investigations/recoupment claims	0/12/91
Family Service intakes/case management load	11/6
Adult Protective Service referrals/case management load	3/5
Adult guardianships/cases	2/80
Adult Protective Service investigations/intakes	14/5
Uniform Assessment Instrument screenings	1
Interstate Compact on the Placement of Children (ICPC) case management	2

Communications

- Distributed the June 10 CitE-News issue. [View](#)
- Distributed a COVID-19 ActivitE-News (parks) issue to provide updates on the upcoming facility openings (athletic fields, playgrounds and outdoor basketball courts open on June 15).
- Handled 3 media requests for City information and staff interviews.
- Edited and posted the Park's Triple Q video on social media and online.
- Recorded, edited and released the June 11 episode of the Police Department's [DEFROST](#) podcast and promoted on social media.
- Wrote, produced and posted the latest episode of the [Rouss Review](#) podcast featuring Winchester Police Chief John Piper to discuss policies, procedures, special events permits, and more. Promoted on social media.
- Discussed an upcoming video campaign to promote town center application with Economic Development staff.
- Promoted Boscawen Street weekly closure.
- Canceled Citibot service for FY21 due to budget cuts and low usage.

311 Requests Received	#
FOIA	5
New Recycling Bin	-
Missed Trash/Recycling Collection	-
Trash on Property	-
City Tree Issue	-
Traffic Signal Issue	-
Dead Animal in Road	-
Ask a Question	1
Pothole	-
Street Light Out	1
Inoperable Vehicle	1
Tall Grass	1
Citibot	-
Total/YTD	9/235

Date	City of Winchester News Releases
6/8	WinTran routes cancelled for approximately two weeks - read
Date	Articles in <i>The Winchester Star</i>
5/30	Winchester to open summer camp on June 8; registration begins on Monday
6/6	'It's time:' Winchester protester march for racial injustice
6/8	Police brutality condemned at Winchester rally
6/9	Frederick, Winchester cancel Independence Day events
	City buses sidelined due to COVID-19 case
	Winchester COVID-19 emergency shelter closing
6/10	Open Forum: New leadership essential for city's future
	WPS must cut \$1.8 million from FY21 budget
6/11	Winchester willing to relax rules to help restaurants

Date	Articles in <i>The Winchester Star</i>
	City Council tables proposal for Winchester hookah bar
6/12	Panelists discuss helping children process racial injustice
Date	Segments on WDVM & WHSV
6/9	WinTran cancelled for two weeks due to COVID-19 concerns - read
6/12	Winchester Police-produced podcast seeks leads in 45-year-old murder investigation - read

Support Services

Innovation & Information Services

- Held security review discussion and planning.
- Moved data and powered off a failing storage array at Parks.
- Moved personal property delinquent notice changes to test environment to begin the testing process with Treasurer staff and vendor.
- Began changes to invoice format and setup for e-mailing invoices to businesses.
- Completed Parcel Data updates for Commissioner of Revenue and Planning Department.
- Continued working on CAD Street Span application that will be used by Emergency Communications Center to update data.
- Completed one draft weather GIS dashboard for the Emergency Operations Center. Displays snapshots of current weather radar, the status of various weather warnings/watches issued by NWS for Northern Shenandoah Valley.
- Updated Pictometry (GIS maps) with most recent copy of parcels.
- Completed and submitted annual technology report to the City's auditors.

Help Desk Requests	Count	Closed
Account Management	9	13
Applications	17	21
GIS	8	4
Hardware	6	10
Information Only	1	3
Infrastructure	0	2
No Action Required	11	18
Not Assigned	4	4
Procurement/Disposal	0	0
Reporting	0	1
Research	0	0
Test (Hardware)	1	1
Total	57	77

